



brass

befriending refugees
and asylum seekers

Registered Charity No. 1109703

**ANNUAL REPORT
FOR THE YEAR ENDED
31ST DECEMBER 2009**



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**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2009**

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BRASS

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2009

LEGAL AND ADMINISTRATIVE DETAILS

TRUSTEES	Mr Ray Collett MBE (Chair until October 2009) Ms Rita Liddell (Co-Chair from October 2009) Mr Ian Bury (Co-Chair from October 2009) Ms June Clayton Sister Barbara Sexton Mr Halil Zeqiri Mr Nat Biney Mrs Sheila Flahavan Mrs Nickala Torkington-Snape Ms Ruth Haigh
OFFICE	Wesley Suite Victoria Hall Knowsley Street Bolton BL1 2AS
INDEPENDENT FINANCIAL EXAMINERS	P.M. Book-Keepers 29 Heatherfield Bolton BL1 7QG
BANKERS	Lloyds TSB Hotel Street Bolton BL1 1DB

BRASS
REPORT OF THE TRUSTEES 2009

The Trustees are pleased to present their annual report in compliance with the Charities Act 1993, together with the financial statements which comply with current statutory requirements, constitution and the Statement of Recommended Practice.

OBJECTS OF THE ORGANISATION

BRASS is a Registered Charity

The Organisation's objects ("the objects") are:

1 To advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status particularly by the provision of advice, support and training.

2 The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.

This has been carried out through weekly drop-in sessions, educational and leisure activities, social outings, Employment Helpdesk and one-to-one befriending.

There have been no material changes in policies since the last report.

BRASS is managed by its Management Committee meeting six times a year.

REVIEW OF THE DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS OF THE ORGANISATION DURING THE YEAR

BRASS has continued to grow, with up to 80 asylum seekers and refugees attending our weekly drop-in sessions. The number of refugees seeking support and friendship has continued to increase.

The number of refused asylum seekers has slightly decreased over the year, with around 65 refused asylum seekers taking advantage of our Destitution Project each week.

Many of these unfortunate people have nowhere to live, no financial support, and, most importantly, no hope for the future.

The Destitution Project has over the past year enabled refused asylum seekers to claim a weekly food parcel to the value of around £7.00, essential toiletries, and bus vouchers which enables new recipients to travel to the centre to collect their food.

We are grateful to the Red Cross for funding the cost of the vouchers. This project has been in operation since 2004.

BRASS organises the food-raising efforts, and we are grateful to the many organisations and individuals who are contributing food, cash and vouchers to enable us to continue with this valuable service. BRASS is, of course, not permitted to use funding from the public purse to fund our destitution project.

Our Wednesday drop-ins are still very popular. We continue to host the very well-attended cooking session, which attracts a great deal of interest and participation. In addition, we try responding to our service users' needs by offering themed sessions, which range from Creative English classes, sewing classes, driving test theory, to computer maintenance and internet access and tuition.

BRASS is grateful for the service of its Management Committee members, volunteers and other contributors, and for the support shown by Bolton Methodist Mission and its partners. We are also grateful for the support of Bolton Council's Asylum team, NHS Bolton, The Scott Trust, Lloyds TSB Foundation, Citizens Advice Bureau and other public and voluntary bodies.

Fuller details of the year's activities are to be found in our Annual Review 2009.

There are no significant restrictions on the way the organisation can operate.

PLANS FOR THE FUTURE

We will continue to increase awareness of the support needs of asylum seekers, refugees and refused asylum seekers living in the Borough of Bolton.

Much of our efforts are going into ensuring that all refugees gain a level of spoken and written English that will assist them in gaining meaningful and sustainable employment, and to improve the prospects of asylum seekers and refugees in accessing volunteering opportunities throughout the Borough.

We will be offering opportunities for people from every corner of the world seeking or having been granted refugee status to demonstrate their culture, whether it is through music, dance or other activity.

BRASS will continually look for new opportunities which will enhance the quality of life for all asylum seekers, refugees and refused asylum seekers here in Bolton.

FUNDS AVAILABLE

The trustees consider the financial position of the organisation to be satisfactory, and the present level of funding is adequate to support the achievement of the objects of the organisation.

TRUSTEES AND THEIR INTERESTS

The Trustees in office at the date of this report are as listed on page 3. None of the Trustees have a financial interest in the organisation. Trustees serve for a period not exceeding three years, and shall retire from office at the end of the annual general meeting following 3 years after the date on which they came into office, but they may be re-elected or re-appointed.

TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation, and of the Profit or Loss of the organisation for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the organisation, and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the organisation, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Financial Activities shows net income for the year of **£108,158.69**, and our funds stand at **£16,0878.41** in total. The organisation's assets are held for the objects of the organisation.

INDEPENDENT EXAMINERS

A resolution will be passed at the Annual General Meeting that the Trustees will appoint a suitable organisation to examine the accounts of the organisation for the coming year.

By order of the Trustees

Mr Ian Bury

Ms Rita Liddell

Co-Chairs of Trustees
1st March 2010

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF BRASS

We have examined the financial statements on pages 8 – 10, which have been prepared in accordance with the accounting policies set out on page 11.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT EXAMINER

As described in page 5, the Trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our examination of those financial statements, and to report our opinion to you.

BASIS OF OPINION

We conducted our examination in accordance with Auditing Standards issued by the Auditing Practice Board. An audit includes examination on a test basis of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in preparation of financial statements, and of whether the accounting policies are appropriate to the circumstance of the organisation, consistently applied and adequately disclosed.

We planned and performed our examination in order to obtain all information and explanations which we considered necessary to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud, irregularity or error. In forming our opinion, we also evaluated the overall adequacy of presentation of the information in the financial statements.

OPINION

In our opinion, the financial statements give a true and fair view of the state of the organisation's affairs as at 31st December 2009, and of the charity's incoming resources and application of resources including the organisation's income and expenditure in the year then ended, and have been properly prepared in accordance with Charity Law.

P.M. Book-Keepers
Independent Examiners
1st March 2010

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2009

ACCOUNTING POLICIES

Accounting Basis and Standards

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, comply in all material matters with the Statement of Recommended Practice, (SORP), "Accounting by Charities", and under historic cost convention.

Depreciation

Depreciation of fixed assets is provided at rates to write off the cost of revalued amounts, less estimated residual value of each asset over its expected useful working life as follows:

Fixtures and Fittings	25% Straight Line Basis
Computer Equipment	25% Straight Line Basis

Grants and Donations

Grants and Donations are accounted for when the resources are receivable, or when the organisation's entitlement is legally enforceable.

Restricted Funds

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is identified to the fund, together with a fair allocation of management and support costs.

Unrestricted Funds

Unrestricted funds are donations and other income received or generated for the objects of the organisation, without further specified purpose, and is available as general funds.

Incoming Resources

All income is accounted for on a receivable basis.

Employees

There are two full-time employees whose emoluments do not exceed £50,000 per annum.

Pension Costs

The organisation subscribes to a defined contribution pension scheme. The organisation's contributions to the scheme are charged in the Statement of Financial Activities as they accrue.